



COUNTY OF LOS ANGELES
LOS ANGELES COUNTY ASSESSOR'S OFFICE
DEPARTMENTAL PROMOTIONAL OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF THE LOS ANGELES COUNTY ASSESSOR'S OFFICE WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD.

Bulletin No. 493BR

Posting Date: June 10, 2009

JOB TITLE **SPECIAL ASSISTANT, ASSESSOR**

EXAM NUMBER G1802H

FILING DATES June 11, 2009 - July 01, 2009

SALARY \$6,017.73 - \$7,892.64 **MONTHLY**

BENEFITS Retirement Plan - The successful candidate may choose either a contributory or non-contributory defined benefit plan.

MegaFlex Cafeteria Benefit Plan - Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of 14.5% to 17% (depends on retirement plan selected) of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex.)

Dependent Care and Health Reimbursement Accounts are also available.

Deferred Compensation & Thrift Plan (457) - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

Savings Plan (401K) - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

Holidays - 11 paid days per year.

Leave Time - Employees are given 10 days of leave per year and the option of purchasing additional leave time up to 20 days per year.

**POSITION
INFORMATION**

Conducts investigations and performs staff or public relations assignments for the Executive Office of the Assessor.

Positions allocable to this class are located in the Executive Office of the Assessor, report to the Chief Deputy Assessor, and may receive special assignments from the Assessor. Incumbents are responsible for conducting special investigations and administrative and research studies as directed by the Executive Office on a wide range of subjects affecting the administration and operation of the department. Incumbents must possess extensive knowledge of assessment practices and department policies and procedures, and of the role of the Assessor's Department as it relates to the tax services provided by the Department of Treasurer and Tax Collector and the Auditor-Controller.

ESSENTIAL JOB Works with and prepares written responses to taxpayers and other County departments,

FUNCTIONS

including the Board of Supervisors, Auditor-Controller and Treasurer and Tax Collector to address inquiries concerning departmental operations and services.

Assists with special assignments, projects and investigations, which may be confidential for the Assessor.

Speaks in front of taxpayer groups and other organizations about the property tax process.

Receives and resolves public inquiries and complaints concerning assessment practices and conducts investigations as directed by the Chief Deputy.

Develops key contacts in various citizen groups to facilitate distribution of educational materials regarding assessment practices and policies.

Attends functions on behalf of the Assessor after normal business hours and on weekends.

Prepares and analyzes legislative proposals.

SELECTION REQUIREMENTS

Selection Requirements: Five years experience at the level of Appraiser Specialist I or higher; three (3) years of which must have been performing highly specialized and complex appraisals of major properties, performing special investigations in the Special Investigations Unit or handling public relations in the Executive Office.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: WITHHOLD INFORMATION: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

DESIRABLE QUALIFICATIONS

Excellent knowledge of the procedures and practices of the Assessor's Office.

Ability to effectively communicate, orally and in writing, in a manner that is clear, concise and logical.

Ability to establish and maintain cooperative work relationships with lower level staff, peers, supervisors and representatives of other agencies and groups.

Ability to come up with and consider a variety of alternative solutions to problems presented.

Ability to speak languages other than English.

Excellent knowledge of state revenue and taxation laws governing the preparation of tax assessment roll and for the valuation of property for assessment purposes.

SPECIAL INFORMATION

Shift: Any Shift

VACANCY INFORMATION

The resulting eligible list for this examination will be used to fill vacancies in the Executive Office of the Assessor's Department.

EXAMINATION CONTENT

This examination will consist of an evaluation of training and experience based on application information weighted 50% and an Appraisal of Promotability weighted 50%. The

Appraisal of Promotability will evaluate knowledge and skills, oral and written communication, adaptability, problem solving, work habits and productivity, and interpersonal skills.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

***** IMPORTANT INFORMATION *****

APPLICATION INFORMATION

All applicants are required to submit a standard Los Angeles County Employment Application. You have the option of filing your application either by Hard Copy submission - OR- Online (via electronic submission). Please select only one method to file your application.

Instructions for Filing Online: A Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning **June 11, 2009**. Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. To apply online, click on the link below on or after June 11, 2009.

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=493br

Candidates who apply online must upload any required documents as attachments during application submission or fax the documents by the last day of filing to (213) 617-3009 within five (5) business days of filing online. Please include your name, exam number and exam title on faxed documents.

Instructions for Hard Copy Submission: To file in person the standard County of Los Angeles Employment Application and supplemental questionnaire must be filed at the location below. Applications filed at any other location will be rejected. Applications must be submitted on business days **ONLY** beginning **June 11, 2009 through July 1, 2009** between 8:00 a.m. and 5:00 p.m. Applications must be received and time-stamped in the Assessor's Human Resources Office by 5:00 pm., PST, on the last day of filing.

A Standard County Employment Application can be found at:
<http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

Complete your application thoroughly and correctly so that you will receive full credit for your related education and experience. The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools/colleges attended, title of courses completed, dates completed and number of credits/units earned, degree(s) earned, and dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:
Assessor's Human Resources Office
Kenneth Hahn Hall of Administration

500 West Temple Street, Room 350
Los Angeles, CA 90012
(213) 974-3161

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 974-3161.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 974-3161. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.